



Job Opportunity

State Controller's Office

Position: Payroll Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th Floor, Sacramento, CA 95814

Issue Date: September 9, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Nancy Ciano, 916-322-7975

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-076

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of a Payroll Operations Supervisor, the incumbent is responsible for auditing and processing Retirement documentation in compliance with established State and Federal laws, rules, policies, procedures and collective bargaining contract provisions. The incumbent will progressively be assigned more complex and difficult duties as appropriate after gaining the necessary experience and training.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audits and processes Retirement/PST transactions necessary to update payroll histories and generate daily payrolls and supplemental master payrolls. Typical duties include processing Retirement/PST adjustment transactions, applying mandatory withholding and setting-up account receivables. Uses a personal computer and software applications to create payroll transactions and to research references on the LAN and the Internet. Determines and selects the correct Retirement application, maintains specific files, update and deletes files as necessary, uploads files to the mainframe and requests specific files be extracted for overnight processing. Experienced staff may provide functional guidance to trainees.
- Audits, researches and resolves computer generated error messages regarding retirement/adjustments and position actions. Resolution of messages frequently requires abstracting and analyzing detailed information and determining correct computations.
- May act as a Retirement Unit telephone liaison to state departments and California State Universities by responding to a variety of inquiries. Researches and resolves inquiries and problems regarding Retirement documentation and procedures. May provide instructions regarding corrective action as a result of the audit process.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Ability to work independently with minimal supervision;
- Excellent customer service and interpersonal skills;
- Punctual and dependable;
- Flexible, able to adjust to changing priorities and capable of meeting daily deadlines;
- Able to follow directions; and
- Able to apply State and Federal laws, rules, policies, procedures and collective bargaining agreement provisions to resolve complex issues and problems.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz